R E P O R T R E S U M E S

ED 017 635 VT 000 879

O.E. INDIVIDUAL INSTRUCTION MATERIALS. SUPPLEMENT.
IOWA STATE DEPT. OF PUBLIC INSTR., DES MOINES
REPORT NUMBER 266V-109VE PUB DATE FEB 66
EDRS PRICE MF-$0.25 HC-$0.36 7P.

DESCRIPTORS- *BIBLIOGRAPHIES, *INSTRUCTIONAL MATERIALS, *INDIVIDUAL INSTRUCTION, *OFFICE OCCUPATIONS EDUCATION,

PREPARED FOR TEACHER-COORDINATORS OF OFFICE EDUCATION, THIS BIBLIOGRAPHY INCLUDES 53 TITLES WITH NAMES AND ADDRESSES OF PUBLISHERS. MATERIALS ARE INCLUDED FOR TYPING, BUSINESS ARITHMETIC, BUSINESS ENGLISH, CIVIL SERVICE TRAINING, DATA PROCESSING, SHORTHAND, BUSINESS MACHINES, INCOME TAX, INSURANCE, HUMAN RELATIONS, AND SPELLING. BRIEF ANNOTATIONS ARE GIVEN. THIS DOCUMENT SUPPLEMENTS VT 000 424. (FS)

ED017635

266V - 109VE

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

O.E.

INDIVIDUAL INSTRUCTION

materials supplement

VT000879

State of Iowa
Department of Public Instruction
Des Moines 50319

STATE BOARD OF PUBLIC INSTRUCTION

CHARLES W. ANTES, West Union (President)
LESTER D. MENKE, Calumet (Vice-President)
DR. JACK D. FICKEL, Red Oak
SHERMAN W. HIRSCHLER, Fairfield
C. E. JUDD, Thompson
MRS. VIRGIL E. SHEPARD, Allison
MRS. EARL G. SIEVERS, Avoca
DR. JAMES M. WALTER, Ames
JOHN D. WARIN, Maloy

Department of Public Instruction

Administration

PAUL F. JOHNSTON, Superintendent of Public Instruction and Executive Officer of State Board of Public Instruction
DAVID H. BECHTEL, Administrative Assistant
W. T. EDGREN, Assistant Superintendent-Administration
L. N. JENSEN, Assistant Superintendent-Instruction

Division of Vocational Education

DOYLE O. CARPENTER, Associate Superintendent
WINDOL L. WYATT, Director

Business Occupations

WELDON ELSE, Chief
RON JARCHOW, Consultant
JAYNE SIMMERMAN, Consultant
DEAN ASCHIM, Consultant

SUPPLEMENT TO BIBLIOGRAPHY OF INDIVIDUAL INSTRUCTION MATERIALS FOR TEACHER-COORDINATORS OF OFFICE EDUCATION

The great acceptance of the original bibliography of 79 Individual Instruction materials for teacher-coordinators of Office Education led to the writing of this supplement.

The Supplement lists an additional 53 titles which can be used for students in office education programs.

As in the original bibliography prices have been omitted because changes occur so rapidly. Teacher-coordinators are urged to write to the publishers listed for prices and additional information.

80. Advanced General Math by Groenendyk. Central University of Iowa Press, Pella, Iowa. A loose-leaf, combination textbook-workbook using a business problem approach to mathematics.

81. Applied Business Typing by H. M. Rowe Company. For extra practice in applied typing, includes business letters, tabulations, rough drafts, and timed writings.

82. Basic Rules of Alphabetic Filing by Fahrer and Gibbs. Southwestern Publishing Company. A programmed text-workbook.

83. Basic Typewriting Drills by Wanous and Wanous. Southwestern Publishing Company. A 98-page paperbound book to improve and strengthen certain weaknesses, emphasize certain keys, and to improve techniques and mastery of the typewriter.

84. Bookkeeping Fundamentals by Fritz and Hoffman. Gregg Division, McGraw - Hill Book Company. A text-kit for adult education.

85. Business Arithmetic. Mark-Master - a division of Universal Electronics Laboratories Corporation, Hackensack, New Jersey. A programmed text.

86. Business English Essentials by Henderson. Gregg Division, McGraw - Hill Book Company. A combination text-workbook divided into four parts.

87. Business Machine Exercises by Dool. Gregg Division, McGraw - Hill Book Company. A book of supplementary problems for business machines.

88. Business Mathematics by Rosenberg. Gregg Division, McGraw - Hill Book Company. A text-workbook.

89. Clerical and Civil Service Training by Fisher. Southwestern Publishing Company. A textbook-workbook that provides an intensive study of the basic skills and knowledge necessary for office positions.

90. Coordinator's Guide for Occupational Relations. Nicholson - Hall Bookstore, Minneapolis, Minnesota. A teacher's manual for use with the Student Manual for Occupational Relations.

91. Correct Spelling by Reigner. H. M. Rowe Company. 900 practice sentences which are arranged in 45 studies.

92. Cutting Office Costs through Work Simplification. Argyle Publishing Corporation. 605 Third Avenue, New York, New York, 10016. A programmed text with 325 frames which teach office management.

93. Data Processing: A Practice Set by Saunders and Luskin. McBee Systems, 80 Greenwich Avenue, Greenwich, Connecticut, 06830. Designed to compliment the business curriculum.

94. English. Mark-Master - a division of Universal Electronics Laboratories Corporation, Hackensack, New Jersey. A programmed text.

95. 5 Magic Mirrors. The 5 Magic Mirrors, Box 6953, Cleveland, Ohio, 44101. Good-grooming teaching aids. A complete fashion, beauty and good-grooming program for girls. Includes film strip, record and booklet.

96. Four Sheaffer Teaching Aids. W. A. Sheaffer Pen Company. Public Relations Department, Fort Madison, Iowa, 52627. Proofreading, exercises, timed typing, office style typing, and a secretary's day in the office.

97. Gregg Quick Filing Practice by Kohn, Stewart, and Yerion. Gregg Division, McGraw - Hill Book Company. A short complete course in alphabetic card indexing and filing, alphabetic correspondence filing and subject correspondence filing.

98. Gregg Shorthand by Leslie, Zoubeck and Boer. Gregg Division, McGraw - Hill Book Company. A text-kit for adult education.

99. Gregg Typing I by Winger, Rowe and Lloyd. Gregg Division, McGraw - Hill Book Company. A text-kit for adult education.

100. Hand Positions for Shorthand Writing. W. A. Sheaffer Pen Company. Public Relations Department, Fort Madison, Iowa, 52627. A wall poster.

101. How Much Do You Know About Business Letter Writing. Dictaphone Corporation, New York, New York. An authority answers forty questions on this important subject.

102. How To Make An Effective Speech by Zelko. The Personnel Journal, Inc. Swarthmore, Pennsylvania. A manual which gives a practical plan to make good speeches.

103. How to Use Adding Machines by Meehan - Kohn. Gregg Division, McGraw - Hill Book Company. Instruction in the use of the ten-key, full-key, and the printing calculator.

104. How to Use Business Machines by Fasnacht and Bauernfeind. Gregg Division, McGraw - Hill Book Company. A brief introduction course.

105. How to Use the Calculator and the Comptometer by Meehan. Gregg Division, McGraw - Hill Book Company. Provides basic instruction, skill development, and practical application.

106. Improve Your Handwriting. W. A. Sheaffer Pen Company, Public Relations Department, Fort Madison, Iowa, 52627. A set of handwriting practice sheet masters for use on any liquid duplicator.

107. Improving Your Written Communications. Argyle Publishing Corporation, 605 Third Avenue, New York, New York, 10016. A programmed text with 318 frames which spells out the six guideposts to effective communications.

108. Income Tax by Knowles. Behavioral Research Laboratories, Palo Alto, California. A programmed text with a test booklet and teachers manual available.

109. Insurance by Knowles. Behavioral Research Laboratories, Palo Alto, California. A programmed text with a test booklet and teachers manual available.

110. Letter Perfect by Stevenson. Dictaphone Corporation. A desk-drawer companion full of helpful information for secretaries.

111. Letterheads. Southwestern Publishing Company. A pad of 80 letterheads designed to give the student practice in proper placement of letters.

112. 101 Typewriting Timed Writings by Thompson. Southwestern Publishing Company, 130 pages of a variety of timed writings of varying lengths.

113. 130 Basic Typing Jobs by Anderson and Porter. Prentice - Hall Inc. A wire-o bound book that meets the need for intensive skill building practice with the five most common kinds of office typing.

114. Personality and Human Relations by Sferra, Wright and Rice. Gregg Division, McGraw - Hill Book Company. Combination text-workbook.

115. Shorthand Writing Posture. W. A. Sheaffer Pen Company. Public Relations Department, Fort Madison, Iowa, 52627. A wall poster.

116. Speed Typing by Bell. Southwestern Publishing Company. A paperbound book containing forty drills.

117. Spelling. Mark-Master. A division of Universal Electronics Laboratories Corporation, Hackensack, New Jersey. A programmed text.

118. Spelling and Word Power by Malsbary. Prentice - Hall Inc. A textbook with a workbook available for developing spelling and vocabulary skills.

119. Student Manual For Occupational Relations by Nicholson Hall Bookstore. Minneapolis, Minnesota. Familiarizes students with the general information needed for success in any occupation.

120. The Pay Check by Knowles. Behavioral Research Laboratories, Palo Alto, California. A programmed text with a test booklet and teachers manual available.

121. The Secretaries Workshop. The Bureau of Business Practice, Waterford, Connecticut, 06385. For more information for this unique method of instruction write to the above address.

122. The Secretary - Jill-of-all-Trades. Argyle Publishing Corporation, 605 Third Avenue, New York, New York, 10016. A programmed text with 282 frames which teaches concepts and attitudes.

123. Timed Writings About Careers by Fries, Southwestern Publishing Company. 108 pages of timed writings adapted from a series of authoritative descriptions of careers.

124. Timed Writings for Typing and Transcribing by Humphrey, Lambert, and Newhouse. Gregg Division of McGraw - Hill Book Company. A book of 40 projects to improve typewriting skills.

125. Transparencies for Office Skills. General Aniline and Film Corporation, Audio-Visual Order Section, Johnson City, New York. Many transparencies for use on the overhead projector available for teaching office skills. Available as a set or individually write for a catalog.

126. Typewriting Drills for Speed and Accuracy by Rowe and Etier. Gregg Division, McGraw - Hill Book Company.

127. Typewriting Techniques and Short Cuts by MacClain and Dame. Southwestern Publishing Company. A 106 page, wire-o bound book that provides a selection of 10-minute timed writings.

128. Typing Mailable Letters by Liles, Brendel, and Knause. Gregg Division of McGraw - Hill Book Company. Practice projects in placement, punctuation, proofreading, and production.

129. Typing Power Drills by Lloyd, Rowe and Winger. Gregg Division, McGraw - Hill Book Company. A spiral-bound book containing practice drills for improvement of typewriting skills.

130. Using Punctuation Marks by Reigner. H. M. Rowe Company. Complete instruction in the use of all the punctuation marks.

131. Vocational Opportunities and Lifetime Earnings by Knowles. Behavioral Research Laboratories, Palo Alto, California. A programmed text with a test booklet and teachers manual available.

132. What Business Teachers Can Get Free by The Lansford Press. 2516 Lansford Avenue, San Jose, California, 95125. Gives sources of free material with a card to mail.